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Technician Personnel

Technician Branch Staff:

Technician Branch Manager	MAJ Paul Borzekofski	x7116
Classification/Manpower	SMSgt Deb Burling	x7125
Recruitment, Staffing & Pay	Ms. Denise Anderson	x7109
Services/ Benefits	Ms. Deb Tankesley	x7118
	MSgt Jody Schmidt	x7127
Training / Career Development	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

Information Site (NEGUARD HRO website): www.neguard.com/HRO/index.html

Federal Length of Service Awards (AUG):

10 Years:	Nicholas J. Bethune	Craig D. Anderson	Kyle D. Fasteneau
	James R. Bussen	Eric E. Pearson	
20 Years:	Emmet E. Barta		
25 Years:	Ward O. Lyman		

Federal Employee Retirements: None

Military Service Deposit Proof:

If you have made a military deposit and it is paid in full you should have received from DFAS a memorandum with the subject "Notice of Military Service Deposit Payment Completion" or previously it was an OPM 1514 form. This memo/form is sent to your Correspondence address in DFAS MyPay, not HRO. It is your responsibility to submit a copy of the proof to the HRO-Tech Svcs Branch for your OPF (Official Personnel Record) and adjustment of your retirement service computation date to include the period of service. Review your records and if you have not forwarded a copy to HRO please do so. If you do not receive a memorandum of completion after 8 weeks of the final payment according to your LES, contact the HRO-Tech Svcs and we can assist.

EBIS (Employee Benefits Information System) – www.abc.army.mi.

When you need to change your FEHB (health) or FEGLI (life) due to a QLE (Qualifying Life Event), the ABC site under EBIS is the place to accomplish. If you want to change your TSP contribution amount this is also located on EBIS. What is a QLE - www.opm.gov/insure/lifeevents/index.asp
There are many tools, calculators and presentations located on the site that can assist you in understanding to the many differences in benefits available to you.

Use or Lose and Federal Holidays (2011):

It is not too early to start reviewing Use or Lose leave for 2011.

Federal law establishes the following public holidays for Federal employees.

5 Sep – Labor Day	10 Oct – Columbus Day
11 Nov – Veterans Day	24 Nov – Thanksgiving Day
***25 Dec – Christmas	***1 Jan 12 - New Years Day

*** 25 Dec 11 and 1 Jan 12 both fall on Sunday. Rule below applies for ILO holiday.

When a holiday falls on a non-workday for an employee covered by a compressed work schedule and the actual holiday date is not a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in lieu of holiday.

Actual date holidays are 4 Jul, 11 Nov, 25 Dec and 1 Jan each year.
If an actual holiday date falls on Sunday for employees whose basic workweek is Monday through Friday the Monday immediately after is the legal holiday. For employees covered by a compressed work schedule (i.e. Tuesday – Friday) the holiday is the first regularly scheduled workday following the Sunday holiday as the in lieu of holiday off.

Holidays on OPM: http://www.opm.gov/Operating_Status_Schedules/fedhol/2011.asp

Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP)

SUPERVISORS: The Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP) Committee will be conducting a meeting. Request supervisors submit the annual TAG-NE Form 550-1 in accordance with NE TPR 550 for certification or re-certification no later than 31 August 2011.

POC: Denise Anderson, HRO, X7109.

Human Resources Information Systems (HRSIS)

HRSIS Staff
SMSgt Mike Courtney – HRSIS Manager - x7122

Current Self Service log in statistics:
As of 15 11 – a total of 74.5% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly.
If you have not logged in, do so today @ https://compo.dcpds.cpms.osd.mil/

My Biz
The Self Service application in My Biz/My Workplace has added new functionality for employees to Add/Delete non-monetary awards thru Self Service. Added new data field "Award Update Source" to the Federal Awards element in HR. This field identifies whether the award has been "Self Certified" or "Verified" by HR. Supervisors now have the ability to view all awards through My Workplace.

You can access My Biz Login at https://compo.dcpds.cpms.osd.mil/

You can access more information about My Biz at this web site:
http://www.cpms.osd.mil/hrbits/selfservice.aspx

My Workplace
If you are a supervisor of Technicians, then you need to be sure you have logged into My Workplace. There are many important pieces of data available on each of the Technicians you supervise. All of the Notification of Personnel Actions are available for each of your Technician employees via My Workplace plus many more important items of information necessary for you to supervise your employees.

Please visit the Nebraska Military Department Portal/Joint Forces Headquarters/J1 Personnel/NSPS Training and Information site or the Air Force Portal/ My Base/155 ARW/Human Resources/My Workplace to see different training documents on My Workplace. You can also find more information on My Workplace on the CPMS website: http://www.cpms.osd.mil/forms/cpms/search.aspx. Your My Workplace POC is, SMSgt Mike Courtney at 7122 or email: Michael.courtney1@us.army.mil

Performance Appraisal Application (PAA)
Since the inception of PAA in Jan 2011 HR has learned many different things regarding the PAA application in DCPDS. The following is just a few of the items we have learned:

What happens (we have learned):

a. If a higher level reviewer wants changes made to a plan, they are not able to input the information directly to the plan.
The changes will need to be communicated in the return e-mail or directly to the supervisor.

b. The supervisor should in most cases be the owner of the plans once they are approved.

c. When an employee or supervisor moves positions the plans do not transfer. The losing supervisor would input assessment comments ("Other assessments" tab) , notify employee and under "Plan details" change the rating official. Once this is accomplished, the plan, with e-mail notification, will transfer to the new supervisor.

d. If someone leaves (resigns, retires) and the plan was approved the supervisor will need to "close" the plan. Keep in mind if you wanted to copy and paste before closing. If the employee did not have an approved plan you can "delete" the plan.

Information regarding the PAA in DCPDS along with instructions on how to navigate this new Appraisal application is located at this URL under the Performance Management Section.
http://www.neguard.com/HRO/Technician%20Branch/index.html
Please be sure to check with HRO if you have any questions regarding PAA.

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State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x7130
HR Assistant/Benefits	Mr. Tim Diedrichsen	x7131
HR Assistant/Payroll	Ms. Jessie Bockelman	x7132

Charitable Giving Campaign

The Nebraska State Employee Charitable Giving Campaign is our opportunity to play a significant role in improving the quality of life for individuals in need in the State of Nebraska. The Campaign will continue until August 26, 2011. You should have received a pledge sheet and a brochure listing all the organizations that receive funding through our Charitable Giving Campaign. If you choose, you may designate one or more specific organizations to receive your contribution or you can contribute to one of the three umbrella agencies.

Again this year, State employees are eligible for a drawing by being or becoming members of the State's employee discount program, WeSave, **and** returning their pledge form to Tim Diedrichsen, the campaign representative by, August 26th, 2011. The drawing is for a $500 cash prize. If you're not a member of WeSave you can register at www.wesave.com . Be sure to fully complete both requirements to be eligible for the drawing. You know that you are an active member if you can log into your account with your User Name and Password.

Please return your pledge sheet to us in HRO-SP, in the envelope provided, no later than August 26th even if you are choosing not to contribute.

Payroll deductions for contributions will be entered at a later date and will begin with the first check in the 2012 calendar year. If doing payroll deductions, the total payroll Campaign contribution for the year (2012) should be divisible by 24, since the deductions will be taken in 24 pay periods in the calendar year.

You can also contribute by check or cash. **If you have any questions about the campaign you can call Tim Diedrichsen at 402-309-7131.**

Employee and Supervisor/Manager of the Year

The Governor of the State of Nebraska traditionally proclaims October as Employee Recognition Month. Nominations have been submitted and selections made for the Governor's Employee Recognition Program. Watch for the future updates by email about the time and location of agency ceremonies and State ceremonies to honor those selected for Employee and Supervisor/Manager of the Year and those selected as a runner up.

Retirement Account Beneficiaries

It's a good idea to check every so often that you have current beneficiaries on file with the Nebraska Public Employees Retirement System (NPERS) office. You want to be sure that in the event of your death the money in your retirement account is going to the correct person. If no beneficiaries are chosen there could be an extra cost for children or spouses because account balances may need to go through the probate process. If you're not sure if you have current beneficiaries or any beneficiaries on file with NPERS, give them a call at 402-471-2053.

In order to establish or change beneficiaries you'll need to complete a form. You can get the Beneficiary Designation form from NPERS website: www.npers.ne.gov (look under Forms – Under Member Info – along the left side), request one from the Retirement office or Human Resources could print one out for you. Complete the form and then go to a notary and sign the form in their presence. Once the form is completed and notarized, mail it to the NPERS address at the top right-hand corner of the form. You could also drop the form off in person at their office. If you mail the form you should call them five to ten days after mailing it to confirm they have the form on file.

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AGR Personnel

Army and Air:
The AGR Office Staff:

LTC Shelly Herrod, AGR Manager (402)309-7117

SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115
- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- ADOS Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals

SFC Christine Gonzales, Personnel Sergeant, (402)309-7073
- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing

Vacant - Human Resources Assistant, (402)309-7123
- Air Staffing and AROWS Orders
- Air Vacancy Announcements, SF 52
- AGR Appointments and Reassignments
- MOB Aug/FTE Orders and Tracking

Army:

TRICARE Retired Reserve – For the first time, members of the Retired Reserve who are not yet age 60, the so-called "gray area" retirees, can purchase TRICARE health coverage for themselves and their eligible family members with the Sept. 1, 2010 launch of TRICARE Retired Reserve (TRR). Retired Reservists may qualify to purchase TRR coverage if they are under the age of 60 and are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program. They must also be members of the Retired Reserve of a Reserve component and qualified for non-regular retirement. For instructions on how to qualify for and purchase TRR go to www.tricare.mil/trr.

AGR Travel – Funds are limited until the 4th Quarter FAD is received. AGR travel should be limited to mission essential. GSA must be utilized if available.

DTS – Please input LOA's to your DTS authorizations. The instructions were sent out by WOC Guenther via e-mail with an example of how to input the LOA to your authorization. Travel description is required when completing DTS authorizations.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Gonzales.

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon
3500 Fetchet Ave Andrews AFB, MD. 20762
DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf

Paternity Leave: The policy concerning Paternity Permissive is: http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

Communicating Across Generations at Work

When we talk about diversity, race and cultural differences instantly come to mind. Yet, for the first time in history there are four generations working side by side in the workplace. This historical event is important to recognize, as the differing expectations of the generations can cause subtle conflicts due to our unawareness of those differences.

Generations are groups of people defined by age boundaries that center around a certain era. They share similar experiences growing up, and their values and attitudes (especially where work-related issues come in) tend to be similar within the groups. The beginning and ending points of each generation are not well defined, which may cause confusion in those that like specific boundaries. When you look at the different groupings you may find yourself on the cusp of one generation, leaning toward the next. Even the defining characteristics of generations can be fuzzy, and experienced by more than one group. So, if all this is so fuzzy and generalized and non-specific, why do we even go into it? Because we can all gain some insight into those younger or older than we are as we relate to each other at work.

Researchers have divided today’s workforce into four generations:

(1) Traditionalists (also known as Veterans or Matures). Born between 1920-1940.
(2) Baby Boomers. Born between 1940-1960.
(3) Generation X. Born between 1960-1980.
(4) Millenials. Born between 1980-2000.

Different sources will label the generations differently, as well as list starting and ending years differently. Generally speaking, Traditionalists grew up during the depression and World War II. Baby Boomers (named after the boom in births following WWII) were those that came of age in the 1960s. Generation X grew up in the 1970s and 1980s, and Millenials are just beginning to make their mark in the workforce.

One area that can cause miscommunication between generations is around the definition of "balance" between work and home lives. The clashpoint can appear as follows:

Traditionalists say: "Support me in shifting the balance."
Baby Boomers say: "Help me balance everyone else and find meaning myself."
Generation Xers say: "Give me balance now, not when I'm sixty-five!"
Millenials say: "Work isn't everything; I need flexibility so I can balance all my activities."

If you'd like more information about generational diversity, contact Ms. Rosenthal to schedule a one-hour workshop for your work area.